**AT Quick Reference Guide:**

 **Proloquo2Go ver 2.0**

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| **Create a new user** | * Enter a name, choose a vocabulary, then tap save. |
| **Add options (gears) and edit (pencil) buttons to toolbar** | * Select the Settings icon on your Apple device. * Select Proloquo2Go from the list of apps on the left. * Toggle show options button ON. * In Options of P2G, select restrictions, then toggle Edit Mode and Adding Buttons to ON. |
| **Changing the Voice:** | * Open P2G and select Options (enter password if needed) * Under Options select speech, then voice, select voice. |
| **Editing a Page:** | * Switch to edit mode by tapping the pencil icon * A panel of editing tools appears at the bottom of the screen |
| **Creating a new button:** | * Once in edit mode, make sure Arrange tab is selected. Tap Add Button. * In button menu, tap Text to Speak field and enter text you want the button to speak. * Tap Label field if you want the label (usually 1-2 words) to be different than the text to speak * Symbols are suggested as you go. To choose a different suggested symbol, tap it. To choose a symbol not included among those suggested tap the button preview, and select from the following options:      * Define word kind by tapping Word Kind field, and tapping the choice that matches the part of speech for the button’s text. Customize other features as needed. * Select blue DONE button at top right when finished. |
| **Modifying a Button:** | * Select edit mode by tapping the pencil icon * Tap the button you want to edit. A small blue checkmark will appear on the button. * Tap Properties tab to access the properties you can change. Tap the expansion arrow (top left) to allow the editing tool panel to take up more of the screen. * Edit with the same properties you use to create a button. * To edit a different button, deselect current button and tap on next button you want to change. * Select blue DONE button at top right when finished. |
| **Adding a new page by creating a Folder Button:** | * Once in edit on the page you want to link from, make sure the Arrange tab is selected and tap the Add Folder icon. * Select New Folder to create a new folder. Select Link to Existing Folder if you want to link to a folder that has already been created (you can then select from a list of existing folders.) * Tap Folder text field and type name of new folder. * Tap Label only if you want the label to be different than the folder name. * Select a symbol. Tap arrows to right or left of end of row of symbol suggestions for more symbols. * If you want text in the message bar when the folder is selected, you must add it to Text to Speak (default is no message) * Select blue DONE button at top right when finished. |
| **Moving icons** | * In edit mode, press and hold the button you want to move until it starts to pulse then:   Drag- drag button so it moves between two buttons, causing all buttons to shift on the screen OR  Swap- here you have 2 choices   * Drag to swap- drag button on top of another button causing the buttons to switch without moving other buttons * Using the swap button- tap two buttons you want to swap, each will have a blue checkmark. Tap the swap button in the edit menu. The buttons will change position. * Select blue DONE button at top right when finished. |
| **Copy, paste, delete** | * To copy: In edit mode with the Arrange tab selected, individually tap the buttons you want to copy, a checkmark appears in the top-right corner. When all buttons are checked, tap Copy in edit menu. * To paste: Navigate to the page where you want to paste your copied items.   In edit mode with the Arrange tab selected, tap the Paste tool and the buttons you copied will appear.  Folder buttons cannot be copied and pasted but their contents can!   * To delete: In edit mode with the arrange tab selected, tap the buttons you want to delete, a checkmark appears in the top right corner. Tap the Delete button. You’ll be asked if you want to permanently delete or move to storage (generally move to storage than permanently delete.) * Select blue DONE button at top right when finished |
| **Change Pronunciation** | * Open Options, select Speech. Tap Pronunciation. Tap the + in the top right corner. In the text box labeled Original Text type the word the way it is actually spelled. In the text box labeled Pronunciation type an alternate spelling that sounds like the true pronunciation. Test it out by tapping Speak. When finished tap the pronunciation button in the top left corner, then Speech, Options, Done OR touch the main screen of the program to exit. |
| **Promote and demote** | * By assigning words to three different priority levels, the vocabulary can be organized by frequency of use. * To promote or demote a button from primary or secondary, get into edit mode by tapping the pencil icon. Tap the buttons you’d like to demote, a blue checkmark will appear. Make sure the Arrange tab is selected so you can see the priority level tools (visible in the top right corner). Tap the level you want the button to move to : 1=primary, 2= secondary, file drawer=storage |
| **Lock it down!!** | * Once you have finished editing, open the Options, select Restrictions, then toggle edit mode and adding buttons to OFF. * Password protect changes to the app in Options by selecting Password (under general options) Toggle ask password ON and change password (ocps is our district password) * Select the Settings icon on your Apple device. * Select Proloquo2Go from the list of apps on the left. * Toggle show options button OFF.   OR  In iOS6 and later, from device Settings select General>Accessibility>Guided Access ON. Triple click home once in P2G, pw:3504, start/end |
| **Help** | * At the bottom of the Options menu in the General Options box, tap About. Tap the Help button in the top right corner. This is a getting started user’s manual. You can adjust the screen to full screen. * The full Proloquo2Go manual and video tutorials are available online at www.assistiveware.com |

